

DoD Two-Page GME Application and Curriculum Vitae (CV)

1) The application and CV are generated by completing the online forms within MODS. Once all of the entries for the application and CV are completed, select SUBMIT. Clicking SUBMIT enables the PRINT function in MODS so that you can download and/or print your two-page DoD application and CV. If you do not select SUBMIT, your application will not be visible to anyone else in MODS and your medical school will not be able to select your application to attach any documents. In addition, your Program Director (PD) will not be able to upload your recommendations or interviews. You will continue to be able to modify all of the sections of your application and CV after you select SUBMIT and until the application deadline.

2) You will receive an email checklist from Physician Education as your application is reviewed by your Physician Education Program Manager. The checklist will be used to notify you of any missing information and documents on your application.

3) The following helpful hints are provided when completing your DoD Application:

- Provide a permanent email address that you check regularly. A personal email address is recommended (e.g., Hotmail, Gmail, etc.) since you may not have access to your medical school email after graduation or your Air Force email at a civilian program.
- If your contact information changes, advise your Physician Education Program Manager of your new email/phone number. Failure to maintain accurate contact information may result in missed opportunities as the academic year progresses.
- If you have ONLY completed a PGY1 internship, please list all your rotations. This does not apply if you are currently in residency or completed a residency or applying for fellowship.

4) The CV can be personalized to present the information you would like the Board to consider. You can add your own headings in the free text blocks in the form within MODS. Use the print function to preview the final document and make formatting adjustments as desired.

5) Graduate Medical Education (GME) program Location Preferences

- **DEFINITIONS**
 - a) **Civilian Sponsored:** If selected, you are on paid active duty status while training in a civilian program to which you have applied and been accepted. While sponsored, you will incur an additional Active Duty Service Commitment (ADSC) which will be consecutive with any previously existing ADSCs. Your time in training does count towards retirement and for pay purposes, but you may not accept any salary from the training institution.
 - b) **Civilian Deferred/Re-deferred:** If selected, you are in a civilian status in the non-participating Individual Ready Reserves (IRR) while training in a civilian program to which you have applied and been accepted. If active duty when selected, you must separate from the Air Force. While in deferred training, you will not incur any additional

ADSC nor pay off any of your current ADSC. Your time in the program does not count towards retirement or for pay purposes. You will receive your salary/benefits from your training institution. You are not required to rank ALL Active Duty (AD) GME programs in which the HPERB has authorized training for the respective specialty in which you are applying.

- While you are not required to rank ALL Active Duty (AD) Graduate Medical Education (GME) programs and/or Civilian Sponsored or Civilian Deferred opportunities in which the HPERB has authorized training for the respective specialty in which you are applying, it is highly encouraged that you take advantage of all potential training opportunities.
- You may be selected to a location that you did not rank. Air Force programs/training locations have priority and are filled before offering civilian sponsorship or deferment/re-deferment. Despite your preference for civilian training, you may be required to train in an Air Force program.
- You may be required to rank Civilian Deferred/Re-Deferred as a location preference to save your progress in MODS.